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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

July 31, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 34

To: All Divisions and Sections, Special Commodities Branch
From: H. C. Albin, Chief, Special Commodities Branch
Subject: Advances of Ration Currency

To carry out the instructions contained in Director's Memorandum Number 44, Supplement 1, regarding the issuance of advances or replacements of Ration Currency, the following will be in effect in this Branch:

1. Vendors desiring an advance or replacement of ration points will prepare an original and two copies of the request, Form (FDA-557), which may be obtained from the Administrative Officer. The application shall contain:
 - a. The name and address of the applicant
 - b. The name and address of any other industrial user for whom an advance is requested
 - c. The nature and amount of the products which are to be manufactured
 - d. A statement that the applicant has a contract with or an order from this Branch for these products, and an identification of that contract or order
 - e. The amount, in pounds, of each item of rationed food to be used by the applicant in the products
 - f. The amount, in pounds, of each item of rationed food to be used in these products by any other industrial user, with whom the applicant has a contract or to whom he has given an order. This statement shall be based on the certification received from such industrial user
 - g. A statement that any ration evidences received by the applicant as an advance to another industrial user will be given to that user and will not be used by the applicant
 - h. A statement that the advance for which the application is made has not previously been obtained or applied for.

The completed forms will be forwarded to this Branch in an original and one (1) copy. The applicant may retain one copy for his files.

2. When applications are received by any division of this Branch they are to be checked for completeness and accuracy of any statements regarding the amounts or quantities of contracts now in effect with this Administration.

3. On the basis established by the check of the applicant's contracts(s) the commodity division chief may recommend that sufficient ration points be issued to the applicant to produce not more than the estimated quantity of his product to be delivered against his contract(s) with FDA. This recommendation will be indicated by the initials of the commodity division chief, which will be placed on the copy of the form. The original and the copy will both be forwarded to the Chief of the Operational Planning and Services Division, who is designated to sign the applications for this Branch. He will retain the initialled copy for his files, sign and forward the original to the Ration Banking Unit of the Transportation and Warehousing Branch.
4. The commodity divisions will maintain records of all approved applications and will check shipments against the contracts to establish whether or not the vendor has utilized all points granted to him for the purpose of filling his contracts with FDA. Where it develops that a vendor has not used all of the points granted, the commodity division will prepare a letter requesting a refund of the excess.

H. C. Albin